



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>Feb. 9, 1973</b>	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received: <b>FEB 28 1973</b> Application No.: <b>73-132</b> Date Completed: <b>MAR 7 1973</b>	
2. Agency Application No. <b>95</b>		4. Person to Contact <b>J.H. Tutt</b>	5. Working Title <b>Section Chief</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Georgia Department of Agriculture Plant Industry Division-Feed, Fertilizer, Pesticide &amp; 19 Hunter St. S.W. Atlanta, Georgia 30334</b>		6. Tel. No. <b>656-3637</b>	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series <b>July 1, 71 to Date</b>	9. Exact Series Title <b>Feed Within Tolerance Sample File</b>
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10. What is the function of the office in which this record series is created?

The Plant Industry Division is responsible for supervising and regulating the Plant Industry in Georgia. It seeks to control and eradicate certain diseases and insects in the plant industry. The Division promulgates and administers rules and regulations pertaining to laws designed to regulate the fertilizer, feed, seed, pesticide, grain, nursery, apary, industries within Georgia. The Feed Unit administers the Commercial Feed Act of 1972.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement)

Documents relating to feed samples which were found by laboratory analysis to be in compliance with the Georgia Feed Act of 1970.

Documents are:

included are: Inspector's Feed Sample Report (no number) which gives name & address of manufacturer, where sample was taken, and analysis of the feed.  
Feed Label and/or Feed Analysis.  
Laboratory Division Report from State Chemist (no number)

Files are arranged alphabetically by Company Name.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	4	6		4	6
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
			AVERAGE DAILY REFERENCED	10	1
				0	0

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [x] - [ ]
14. Is there a duplication of this series in another office or agency? [ ] [x]
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. [ ] [x]
16. Does the series contain classified information requiring security handling? [ ] [x]
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [x]
18. Could the function be performed if the files were lost or destroyed? [x] [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [x]
20. Does the record series provide data as input to an EDP file? [ ] [x]
21. Does the record series contain documentation produced as EDP printout? [ ] [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [ ] [x]

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. [ ] STATE LAW    b. [ ] STATUTE OF LIMITATION    c. [ ] AUDIT PERIOD    d. [ ] FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [ ] CALENDAR YEAR - ☒ FISCAL YEAR - [ ] OTHER \_\_\_\_\_, then:

- [x] Hold in the current files area \_\_\_\_\_ month(s)/ 1 year(s):
- [ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold \_\_\_\_\_ year(s):
- [x] Destroy.
- [ ] Transfer to State Archives for permanent retention.
- [ ] Destroy immediately after cut-off.
- [ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Ellis D. Liles</i>	Date 2/9/73	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved [ ] Disapproved	<i>Ellis D. Liles</i>	2/9/73
	State Auditor/Designee <input checked="" type="checkbox"/> Approved [ ] Disapproved	<i>William M. Dixon</i>	3-1-73
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved [ ] Disapproved	<i>Carroll Hart</i>	2-28-73
	Attorney General/Designee <input checked="" type="checkbox"/> Approved [ ] Disapproved	<i>Robert Shell</i>	3-6-73

STATE RECORDS  
COMMITTEE